****Red River Valley Charter School

P.O Box 742 - Red River, NM 87558 • 575.754.6117 • administration@redrivervalleycs.com

**Public Records Request Policy**

Red River Valley Charter School (RRVCS) follows procedures contained in New Mexico Inspection of Public Records Act (NMSA 1978, chapter 14, Article 2) and the New Mexico Attorney General’s published compliance guide.

* Guidelines for requesting public records from the Red River Valley Charter School:
	+ Requests should be submitted in writing and be specific in describing the records requested.
	+ Requests must include the requestor’s full name, phone number, and the mailing address where Red River Valley Charter School will send documents if requested.
* Steps for Submission of Request for Public Records
1. Submit a written request in a letter, email, or fax containing the following information:
	1. Requestor’s full name
	2. Requestor’s phone number
	3. The mailing address where RRVCS administration will send the requested documents.
	4. A specific description of the record requested
2. Submission of Request:
	1. By mail or in person: Red River Valley Charter School, PO Box 742, 500 E. High St, Red River, NM 87558
	2. By fax: 575-754-9912
	3. By email: administration@redrivervalleycs.co
3. Response:
	1. Upon receipt of written or electronic Inspection of Public Records request, the RRVCS School Administrator will respond in writing within three calendar days to acknowledge receipt of the request.
	2. After determining if the requested records exist, and are subject to inspection, copies of the records will be made available for review at RRVCS.
	3. Arrangements can be made to have the requests mailed if necessary.
	4. RRVCS charges $.50 per page for copies of records.

*Please note:* Requests for justifications of actions are not proper requests under the law.

Approved by the Red River Valley Charter School Governance Council on \_\_\_\_\_\_\_\_\_\_\_\_\_\_.